

**TRANSPORTATION ASSET MANAGEMENT COUNCIL  
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

January 3, 2018 at 10:30 a.m.  
MDOT Aeronautics Building, 2<sup>nd</sup> Floor Commission Room  
2700 Port Lansing Road  
Lansing, Michigan  
**MINUTES**

**\*\*Frequently Used Acronyms Attached**

**Members Present:**

Derek Bradshaw, MAR

Jonathan Start, MTPA/KATS – Chair

**Support Staff Present:**

Rob Balmes, MDOT

Tim Colling, MTU, via Telephone

Polly Kent, MDOT

Roger Belknap, MDOT, via Telephone

Dave Jennett, MDOT

Gloria Strong, MDOT

**Members Absent:**

Don Disselkoen, MAC – Vice-Chair

Gary Mekjian, MML

Rob Surber, DTMB/CSS

**Public Present:**

Keagan Brickey, MDOT

**1. Welcome – Call-to-Order – Introductions:**

The meeting was called to order at 10:32 a.m.; everyone was introduced.

**2. Changes or Additions to the Agenda:**

None

**3. Public Comments on Non-Agenda Items:**

None

**4. Consent Agenda:**

**4.1. - Approval of the December 6, 2017 Meeting Minutes (Action Item) (Attachment 1) – J. Start**  
*Minutes could not be voted on as the Committee did not have a quorum.*

**Action Item:** Support staff will add the minutes to the February agenda for action.

**4.2. – TAMC Financial Report (Attachment 2) – R. Belknap**

R. Belknap gave an update of the TAMC financial status. An updated financial report was reviewed and briefly discussed. Brian Stark is the new director for Saginaw. He will be oriented into the new data collection process. J. Start is encouraging the Metropolitan Planning Organizations (MPOs) to think about how they are going to solicit for non-federal aid data collection and to come to them with an estimate. Pavement Surface Evaluation and Rating (PASER) training expenses will be billed to TAMC.

**5. Correspondence and Announcements:**

**5.1. – TAMC Spring Conference, May 22, 2018, Grand Traverse Resort and Spa – Save-the-Date (Attachment 3)**

The 2018 TAMC Spring Conference will be held the day prior (May 22, 2018) to the American Public Works Association (APWA) Conference on May 23-24, 2018, at the Grand Traverse Resort and Spa in Traverse City.

R. Belknap informed the Committee that support staff has already started lining up presenters for the 2018 Spring Conference. Some of the presentations will be on the CSS Geographic Information System framework update project and the governor's team on 21<sup>st</sup> Century Infrastructure Pilot and Council, just to name a few. Staff is still looking for presenter ideas and also requested assistance from the Committee members with TAMC award recipient suggestions. The Save-the-Date has been created and the registration information will be added to the final conference brochure and agenda. The Committee was impressed with and gave their approval of the Save-the-Date flyer. R. Belknap will check with APWA to see if Asset Management is on their agenda and if APWA would like to be on the TAMC conference agenda. TAMC will have a booth at the May 23-24, 2018 APWA Conference.

**Action Item:** R. Belknap will send out the Save-the-Date to perspective conference attendees.

## **5.2. – List of Upcoming TAMC Activities (Support Staff Seeking Council Members to Attend) (Attachment 4)**

Support staff provided a list of TAMC trainings and upcoming 2018 conferences to the Committee requesting their attendance and support at these events. At some conferences TAMC support staff will only have a booth. Support staff will continue to update the listing as Council members sign up and share at each meeting until all dates are covered.

**Action Item:** Support staff will continue to update the list of conferences, and provide to Council members to select dates that will work with their schedules to attend on behalf of TAMC.

## **5.3. – LTAP's "The Bridge" Newsletter Article Schedule – TAMC ACE Committee Second Quarter**

Vicki Sage, MTU staff, is currently reviewing the Investment Reporting Tool (IRT) article. The next article will be completed by the Bridge Committee for the first quarter and the ACE Committee will be responsible to write the article for the second quarter. An idea for the article was to promote the 2018 TAMC Spring Conference in conjunction with APWA. The Committees will speak with MTU prior to writing their articles to assure they are written in the correct format and address the audience that MTU requires. Support staff will assist the committees with writing their articles.

**Action Item:** Support staff to finalize the IRT article with V. Sage.

**Action Item:** Bridge Committee to write the next article for the first quarter (possibly due end of January).

**Action Item:** Ace Committee to write the next article for the second quarter; possible topic will be the 2018 TAMC Spring Conference in conjunction with APWA (possibly due end of April).

## **6. Review and Discussion Items:**

### **6.1. – MIC Legislation and Culvert Project**

This subject will be discussed at the TAMC full Council meeting this afternoon. Rebecca Curtis, MDOT, TAMC Bridge Committee Chair, will report. P. Kent reported that legislation was introduced in the House, but it may be a long process before it is enacted. The legislation proposes creation of a Water Asset Management Council (WAMC) similar to TAMC, and creation of the Michigan Infrastructure Council (MIC). The \$2,000,000 allotted for culvert mapping will also be discussed. This all derived from the 21<sup>st</sup> Century Pilot Committee recommendations. The culverts are small bridges below the 20 foot span.

### **6.2. – TAMC Brochure Review (Attachment 5)**

The draft TAMC brochure was reviewed by the committee. The committee liked the brochure and made minor changes. The photos will be updated to the most recent Council members. The brochure will be set out on the demonstration tables during conference events.

### **6.3. - 2018 TAMC Awards – P. Kent (*Attachment 6*)**

The request for 2018 TAMC Award nominations will be posted on the TAMC Website to encourage people to make nominations for the awards. Each Council member has been asked to suggest two award nominations. This is to encourage Council members to be active in the solicitation of award nominees. Each Council member is encouraged to share the request for TAMC Award nominations with their respective organizations. A slide will be added to the nine-slide presentation that Council members give at conferences and trainings regarding the awards. A copy of the new awards nomination flyer showing past recipients was shared and the Committee liked the flyer. There was a suggestion to use the data that is being collected to help make some selections. P. Kent has created a list of agencies that have shown the most improvement and will send the list to the Council in the near future.

**Action Item:** P. Kent will share the “most improved” list with the committee.

**Action Item:** Each Council member will be responsible to bring two award recipient suggestions to a future TAMC meeting.

**Action Item:** Each Council member will share the request for TAMC Award nominations with their respective organizations.

### **6.4. – 2017 Michigan Roads and Bridges Annual Report Status Update – R. Belknap**

CSS is building the PASER layer. R. Belknap met before Christmas with CSS on protocols to create the file. CSS will be preparing the file for analysis and is looking at ways to increase the speed of the data loading. When the files are uploaded from the regions they contain the core elements and they bring in the common framework that are in the fields already. They are still working on getting the Roadsoft Information. D. Jennett will check with Rebecca Curtis about the bridge data. The statewide data is currently being processed and should be received next week. This means TAMC will get data sooner next year.

**Action Item:** CSS to create data files.

**Action Item:** D. Jennett will speak with Rebecca Curtis regarding bridge data.

### **6.5. – FY 2019 TAMC Budget Preparations and RPO/MPO Allocations – J. Start (*Attachment 7*)**

The Metropolitan Planning Organizations (MPO's) have just recently updated their work programs with the new TAMC activities and J. Start suggested that the budget not be changed until 2019 to see how the MPOs handle their 2018 budgets and get better estimates on costs associated with the new TAMC activities. R. Belknap provided a printout of the budgets and expenditures from FY 2015-FY 2018. Some MPO's are not aware of some of the activities that are eligible for reimbursement. D. Bradshaw requested an update from R. Belknap for the next ACE meeting in February. TAMC would like the agencies to at least bill quarterly. The ACE Committee would like TAMC to evaluate how TAMC can collect data in different ways that will help local agencies and keep them involved. The ACE Committee would like to create a subcommittee for the FY 2019 budget to discuss possible tasks outside of the current TAMC budget, such as new ideas for data collection, and to try to coordinate the budget schedules. The MPOs and Regional Planning Organizations (RPOs) costs are fluctuating and the committee wants to be sure that the regions are given directions about what they can charge to TAMC. Quality control is part of this. TAMC has in the past given money to local road agencies. Now the local road agencies can request additional monies for the collection of local data from their MPO or RPO, if necessary. This change has been addressed in the new Data Collection Policy. J. Start will ask for subcommittee volunteers at today's full Council meeting this afternoon. ACE Committee decided that this does not need to be addressed at the June 6, 2018 Strategic Planning Session.

**Action Item:** R. Belknap to provide an updated MPO/RPO Budget and Expenditures report at the next ACE Committee meeting.

#### **6.6. – ACE Committee Items for the June 6, 2018 TAMC Strategic Planning Session – J. Start**

The committee would like to add an agenda item to the June 6, 2018 Strategic Planning Session agenda:

They would like to discuss TAMC's involvement with Asset Management Plans. What is TAMC mandated to do with Asset Management Plans? Can TAMC insist agencies create and/or provide TAMC with an Asset Management Plan for their agency? How involved does TAMC want to get with suggesting agencies have an Asset Management Plan or at least a process? Or, should TAMC stop suggesting agencies have an Asset Management Plan? What did TAMC state to the State Transportation Commission about Asset Management Plans when we requested the addition \$250,000 in funding?

The ACE Committee has agreed to remove their request to add the subject of evaluating different ways that TAMC can collect data with the monies allotted in the TAMC budget from the Strategic Planning Session agenda. The ACE Committee will possibly create a subcommittee as discussed in 6.5. to address these issues.

**Action Item:** Support staff will remove the data collection subject from the Strategic Planning Session agenda. The Asset Management Plan will remain on the agenda.

**Action Item:** J. Start will make a request for budget subcommittee members at full Council meeting this afternoon.

#### **6.7. – Michigan Technological University/Technical Assistance Update – T. Colling**

MTU held the Asset Management Plan Pilot Workshop in Lansing in December 2017 at MDOT Aeronautics. There were 25 people registered representing rural, city and county people; no elected officials attended. All of the responses from the workshop have been good. The attendees want to update their plan every year or at least every other year. They were interested in doing an email chat so that people can work together on their plans. They wanted to continue to work as a group. There were a couple of questions that arose and will be addressed with the ACE Committee at future meetings. For example, attendees asked for ACT 51 splits instead of federal-aid/non-federal aid. MTU would like TAMC to decide if they want to change by next month so that they can make the changes and TAMC can review the written document before they put it out in general population. There are four (4) sessions scheduled for later this fall if the pilot needs to be modified. MTU expects to have the final pilot template completed by late spring or early fall. MTU is on the PASER platform and may have integration problems with other systems. T. Colling does not see a problem with the integration of the systems but it may take some regions more effort to do their plans.

**Action Item:** The Council must decide if they support adjusting the asset management plan template to show ACT 51 splits instead of federal-aid/non-federal aid splits by next month.

#### **6.8. – Michigan Center for Shared Solutions – M. Holmes**

*Due to the lack of time, the following items in 6.8. will be discussed at the 1:00 p.m. TAMC full Council meeting today.*

**6.8.1. – Website Updates**

**6.8.2. – Dashboard Updates**

**6.8.3. – IRT Compliance Report – R. Belknap (Attachment 8)**

**6.8.4. – IRT Training and Schedule**

#### **7. 2017-2019 TAMC Work Program – P. Kent:**

The TAMC Work Program will be removed from the ACE Committee meeting agenda as they have prioritized their specific tasks and will deal with them as agenda items in the future.

#### **8. Public Comments:**

None

## 9. Member Comments:

None

## 10. Adjournment:

The meeting adjourned at 12:02 p.m.. The next meeting will be held February 7, 2018 at 10:30 a.m., 2700 Port Lansing Road, Lansing, Michigan.

### TAMC FREQUENTLY USED ACRONYMS:

<b>AASHTO</b>	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
<b>ACE</b>	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
<b>ACT-51</b>	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
<b>ADARS</b>	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
<b>APWA</b>	American Public Works Association
<b>BTP</b>	BUREAU OF TRANSPORTATION PLANNING (MDOT)
<b>CPM</b>	CAPITAL PREVENTATIVE MAINTENANCE
<b>CRA</b>	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
<b>CSD</b>	CONTRACT SERVICES DIVISION (MDOT)
<b>CSS</b>	CENTER FOR SHARED SOLUTIONS
<b>DI</b>	DISTRESS INDEX
<b>ESC</b>	EXTENDED SERVICE LIFE
<b>FAST</b>	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
<b>FHWA</b>	FEDERAL HIGHWAY ADMINISTRATION
<b>FOD</b>	FINANCIAL OPERATIONS DIVISION (MDOT)
<b>FY</b>	FISCAL YEAR
<b>GLS REGION V</b>	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
<b>GVMC</b>	GRAND VALLEY METRO COUNCIL
<b>HPMS</b>	HIGHWAY PERFORMANCE MONITORING SYSTEM
<b>IBR</b>	INVENTORY BASED RATING
<b>IRI</b>	INTERNATIONAL ROUGHNESS INDEX
<b>IRT</b>	INVESTMENT REPORTING TOOL
<b>KATS</b>	KALAMAZOO AREA TRANSPORTATION STUDY
<b>KCRC</b>	KENT COUNTY ROAD COMMISSION
<b>LDC</b>	LAPTOP DATA COLLECTORS
<b>LTAP</b>	LOCAL TECHNICAL ASSISTANCE PROGRAM
<b>MAC</b>	MICHIGAN ASSOCIATION OF COUNTIES
<b>MAP-21</b>	MOVING AHEAD FOR PROGRESS IN THE 21 <sup>ST</sup> CENTURY (ACT)
<b>MAR</b>	MICHIGAN ASSOCIATION OF REGIONS
<b>MDOT</b>	MICHIGAN DEPARTMENT OF TRANSPORTATION
<b>MDTMB</b>	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
<b>MITA</b>	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
<b>MML</b>	MICHIGAN MUNICIPAL LEAGUE
<b>MPO</b>	METROPOLITAN PLANNING ORGANIZATION
<b>MTA</b>	MICHIGAN TOWNSHIPS ASSOCIATION
<b>MTF</b>	MICHIGAN TRANSPORTATION FUNDS
<b>MTPA</b>	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
<b>MTU</b>	MICHIGAN TECHNOLOGICAL UNIVERSITY
<b>NBI</b>	NATIONAL BRIDGE INVENTORY
<b>NBIS</b>	NATIONAL BRIDGE INSPECTION STANDARDS
<b>NFA</b>	NON-FEDERAL AID
<b>NFC</b>	NATIONAL FUNCTIONAL CLASSIFICATION
<b>NHS</b>	NATIONAL HIGHWAY SYSTEM

<b>PASER</b>	PAVEMENT SURFACE EVALUATION AND RATING
<b>PNFA</b>	PAVED NON-FEDERAL AID
<b>PWA</b>	PUBLIC WORKS ASSOCIATION
<b>QA/QC</b>	QUALITY ASSURANCE/QUALITY CONTROL
<b>RCKC</b>	ROAD COMMISSION OF KALAMAZOO COUNTY
<b>ROW</b>	RIGHT-OF-WAY
<b>RPA</b>	REGIONAL PLANNING AGENCY
<b>RPO</b>	REGIONAL PLANNING ORGANIZATION
<b>RUCUS</b>	Roadsoft Users Conference United States
<b>SEMCOG</b>	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
<b>STC</b>	STATE TRANSPORTATION COMMISSION
<b>STP</b>	STATE TRANSPORTATION PROGRAM
<b>TAMC</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL
<b>TAMCSD</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
<b>TAMP</b>	TRANSPORTATION ASSET MANAGEMENT PLAN
<b>TPM</b>	TRANSPORTATION PERFORMANCE MEASURES
<b>UWP</b>	UNIFIED WORK PROGRAM

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